

Your  
*Rights*  
And  
*Responsibilities*  
As A  
*Business*  
*Owner*



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**DODGE CITY**

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**COMMUNITY COLLEGE  
CENTER FOR BUSINESS & INDUSTRY**



## REGISTRATION INFORMATION & FEES

Below is a registration form which may be completed and returned to Dodge City Community College, Center for Business & Industry, 2501 N. 14th, Dodge City, KS 67801. The fee, inclusive for all six workshops is \$30.00 per person.

**PAYMENT OF FEES:** The fee may be paid by MasterCard, VISA, personal check, or cash prior to the workshop dates. If you should need to make payment on the day of the workshop, please do so at Accounts Payable in the Administration Building on campus. Employers may be billed. Please include necessary information for billing.

**TO REGISTER BY PHONE:** Call WILMA BUCHANAN, (316) 225-1321, ext. 295, or call DCCC toll-free in Kansas: 1-800-742-9519.

**LOCATION:** All six workshops will be held in the Ford County Room, Student Union Building, at DCCC. There is an elevator from the ground level at the front of the building. Parking is available in either the north or south parking lots.

**WORKSHOP CANCELLATION POLICY:** DCCC reserves the right to cancel any workshop that does not meet enrollment quota. All preregistered will have full fee returned. In case of cancellation due to inclement weather, announcements will be sent to the area radio stations or you may contact the Center for Business & Industry office at (316) 225-1321, ext. 295 or toll free in KS: 1-800-742-9519.

**FOR ADDITIONAL INFORMATION:** Call DCCC's Center for Business & Industry at (316) 225-1321, ext. 247, or toll-free in KS: 1-800-742-9519.

### REGISTRATION FORM

#### Your Rights And Responsibilities As A Business Owner

##### I plan to attend:

- ☐ Sexual Harassment & Employment - Jan. 24
- ☐ Collecting the Money You Are Owed - Jan. 31
- ☐ Customer Was Injured, Now Who's Responsible - Feb. 7
- ☐ Choice of Business Ownership - Feb. 14
- ☐ Buying, Selling, & Transferring Your Business - Feb. 21
- ☐ How to Own Title to Your Property and Estate Planning - Feb. 28

Social Security Number \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ County \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (home) \_\_\_\_\_ (Work) \_\_\_\_\_

Birthdate \_\_\_\_\_ Sex \_\_\_\_\_ Marital Status MSWD \_\_\_\_\_

High School Attended \_\_\_\_\_

Amount Enclosed: \$ \_\_\_\_\_ Make Checks Payable To: DCCC

## DESCRIPTIONS

Although presented by experts in their fields, the focus of these workshops will be to inform and update you on your rights and responsibilities as a business owner. Listed below are the different workshops, the dates they will be offered, and a brief description of what will be discussed at each.

### SEXUAL HARASSMENT AND EMPLOYMENT

January 24, 1989

- What actions constitute sexual harassment
- What does the law require of employees
- Investigation of a complaint

### COLLECTING THE MONEY YOU ARE OWED

January 31, 1989

- How to collect a debt yourself
- What happens when you turn it over to someone else to collect
- Things to consider before collecting a debt

### THE CUSTOMER WAS INJURED, NOW WHO'S RESPONSIBLE

February 7, 1989

- Premise liability
- Injury caused by employees
- Insurance coverage
- Going to court if you are sued

### CHOICE OF BUSINESS OWNERSHIP

February 14, 1989

- What are the options available to business owners
- Non-tax factor used to determine the choice of a business ownership
- Tax factors used to determine the choice of a business ownership

### BUYING, SELLING AND TRANSFERRING YOUR BUSINESS

February 21, 1989

- Tax planning ideas and strategies used to purchase or sell your business
- Should you buy or sell the assets or stock of your business
- The hidden problems in buying or selling your business
- How to transfer control of a business to children, grand children or key employees

## HOW TO OWN TITLE TO YOUR PROPERTY AND ESTATE PLANNING

February 28, 1989

- The choices available on holding title to personal property, such as checking accounts, savings accounts, stocks, bonds and certificates of deposit & real estate
- How to own your life insurance policies and who should be named as your beneficiary
- Why do you need a will & ways to avoid probate
- What is a revocable living trust and who should have a trust
- Ways to avoid United States Estate Tax and Kansas Inheritance Tax

## ABOUT THE SPEAKERS

### BERNIE D. FRIGON

- Washburn University of Topeka, A.B.
- Washburn University of Topeka, LL.B.
- Fellow, Kansas Bar Association
- Member, Taxation Committee, American Bar Association
- Has been an attorney in Southwest Kansas for over thirty years
- Has practiced primarily in the area of estate planning
- Frequent speaker on estates and trusts

### BRADLEY J. FRIGON

- University of Kansas, B.A.
- Washburn University of Topeka, J.D.
- Denver University - Masters of Law - Taxation, LL.M.
- Kansas Bar Association - Taxation Section
- Admitted to practice United States Tax Court
- Graduate Tax Workshop - New York School of Law, 1983
- Notre Dame Tax Institute, 1986
- Estate Planning in Depth - Wisconsin School of Law, 1988

### DONALD A. FRIGON

- University of Kansas, B.G.S.
- Washburn University of Topeka, J.D.
- Admitted to practice before U.S. Court of Appeals Eighth and Tenth Circuits
- Served as staff and trial attorney for the Kansas Department of Social Rehabilitation Service for ten years
- Counsel for State of Kansas on numerous civil rights and employment cases and related investigation



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PRESENTS:

***Your Rights And  
Responsibilities  
As A Business Owner***

Sexual Harassment & Employment  
Collecting the Money You Are Owed  
Customer Was Injured Now Who's Responsible  
Choice of Business Ownership  
Buying, Selling, & Transferring Control of  
Your Business  
How to Own Title to Your Property & Estate  
Planning

**FOR HIGHLIGHTS ON EACH  
WORKSHOP:**

**FREE  
INTRODUCTORY  
SEMINAR**

**Tuesday, January 17  
Begins at 7:00 to 9:00 p.m.  
Ford County Room,  
DCCC Student Union**



**NON-DISCRIMINATION STATEMENT**

DCCC is committed to equal opportunity for all students regardless of sex, race, color, national or ethnic origin, or physical handicap in the administration of admissions policies, educational policies, scholarship, loan programs, athletics or other school administered programs.


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DODGE CITY, KS 67801  
PERMIT NO. 190

  
**DODGE CITY**  
**COMMUNITY COLLEGE**  
Connie Hudnett, Campus Mail: 42; Ext. 300  
2501 North 14th Avenue, Dodge City, KS 67801  
(316) 225-1321, ext. 326 or toll-free in KS: 1-800-742-9519